

State of Maryland
Department of Health and Mental Hygiene

State Board for the Certification of Residential Child Care Program Professionals
General Session Minutes - May 13, 2011
Metro Executive Building - 4201 Patterson Avenue - Room 100
Baltimore, Maryland

In Attendance

Bruce Anderson, Secretary
William Childers
Shanda Crowder
Ada Pearl Thomas
Mary Rode
Steve Sorin

Vacancy

Consumer

Staff

Kimberly Mayer, Executive Director
Richard Bloom, AAG

Absent

Al Zachik
Krystal McKinney
Cheryl Brown

Guests

Trina Payne
Sharon Bloom
Lashawnda Lee

I. CALL TO ORDER

Bruce Anderson, Secretary of the State Board for the Certification of Residential Child Care Program Professionals ("State Board") called the meeting to order at approximately 9:35 AM.

II. REVIEW AND APPROVAL OF GENERAL SESSION MINUTES

The State Board reviewed the General Session minutes from the April 8, 2011, meeting. Motion made by William Childers: Approve the minutes of the April 8, 2011, meeting. Motion seconded by Mary Rode. Motion approved unanimously.

III. EXECUTIVE DIRECTOR'S REPORT

Kimberly Mayer, Executive Director of the State Board, reported:

- A. State Board Meeting Dates - Mark your calendar...The 2011 meeting dates are June 10, July 8, September 9, October 14, and December 9. The State Board will not meet in August or November. CRCCPAs may earn continuing education credit for attending State Board meetings.
- B. State Standards Examinations for RCCPAs - For 2011, the State Standards Examination for RCCPAs will be administered on August 24. Any individual who is invited to take the State Standards Examination may contact the State Board's office to request special accommodations for alternate exam dates.
- C. Certification Report - As of May 4, 2011, the State Board reports:

Board Code		
Board	Status Codes	Occurrences
Acting Capacity	Active	6
Acting Capacity	Inactive	4
Program Administrator	Active	151
Program Administrator	Deceased	1
Program Administrator	Non-renewed	58
Program Administrator	Revoked	1
Program Administrator	Surrendered	3
	Total:	224

D. Summer Study Report - The GOC called the first meeting of the Summer Study Workgroup for May 9, 2011, pursuant to Senate Bill 344/House Bill 387. The purpose of the Summer Study Workgroup is to develop a plan for the implementation of the certification of Residential Child and Youth Care Practitioners ("RCYCPs"). The Governor's Office for Children is required to report on or before September 1, 2011, on the Workgroup's implementation plan. The report must:

(1) Determine whether it is feasible to implement the certification of RCYCPs in 2015, addressing:

(a) The costs of implementing certification, including:

(i) The costs to residential child care programs of hiring and retaining RCYCPs who meet certification requirements;

(ii) Other costs incurred by residential child care programs to meet certification requirements; and

(iii) Any additional costs to the State Board to meet the 2015 implementation date

(b) Any savings, that residential child care programs might realize from certification to help offset their costs, such as potential savings from reduced staff turnover;

(c) Efficient ways to reduce additional costs, such as "train the trainer" programs and common evaluation tools;

(d) The impact of additional costs, net of any savings and efficiencies, to residential child care programs on rates established by the Interagency Rate Committee; and

(e) Any additional funding sources, separate from the rates established by the Interagency Rate Committee that may be available to support additional costs.

(2) Develop a plan for implementation of certification of RCYCPs, including:

(a) The adjustment in rates needed to support the additional costs of certification;

(b) Recommendations for addressing the needed rate increase in the State Budget;

(c) A recommendation for an alternate date of implementation of certification if the Workgroup determines that it is not feasible to implement certification in 2015.

The State Board provided presentations on the current RCYCP certification process and Certification Committee's review of the RCYCP certification program.

The Summer Study Workgroup's materials are posted on the Governor's Office of Children's web site ([http://goc.maryland.gov/RCYP Summer Study.html](http://goc.maryland.gov/RCYP_Summer_Study.html)).

E. Sunset Review - The State Board received notice that pursuant to the Maryland Program Evaluation Act, the Department of Legislative Services will conduct a preliminary evaluation of the Board. The results of the preliminary evaluation will be reported to the Legislative Policy Committee in the Fall and by December 15, the Committee must decide whether to waive the State Board from a full evaluation. If waived, legislation to extend the State Board must be enacted during the 2012

Legislative Session. Otherwise, a full evaluation will be undertaken next year. The analyst assigned to the review is Tonya Zimmerman and documents have been requested to facilitate the review.

IV. CONTINUING EDUCATION COMMITTEE

There was no report from the Continuing Education Committee.

V. CERTIFICATION COMMITTEE

The Certification Committee provided its preliminary recommendations to the State Board concerning the revisions to the Residential Child and Youth Care Practitioner Certification ("RCYCP") Program. The recommendations included:

- A. Authority to Waive Fees - The Committee recommends that the Board have statutory authority to waive fees on a need basis.
- B. Waiver of Certification Requirement for Maryland School for the Blind and Maryland School for the Deaf - The Committee recommends that the MSB and MSD receive a waiver for the certification requirements given the professional certification requirements imposed by the Title 1 No Child Left Behind through MSDE for the direct care staff of these residential child care programs.
- C. Investment in Direct Care Workers - Certification leads to the recognition of the status of individuals who are entrusted to care for children for residing in residential child care programs. It is important, therefore, that investments are made in child care workers to ensure that professional standards are maintained in the services they provide for the State. The Board encourages the Children's Cabinet to incentivize certification for residential child care programs.
- D. Initial and Annual Training Requirements for Direct Care Workers in the Core Regulations
 - (1) Direct care workers should receive the following initial trainings:
 - a) Emergency preparedness and general safety;
 - b) Cardiopulmonary resuscitation leading to certification;
 - c) First-aid training;
 - d) Child abuse and neglect identification and reporting;
 - e) Suicide risk assessment and prevention (minimum 1 hour);
 - f) Approved forms of discipline and behavior management techniques including crisis management and the use of isolation and restraint;
 - g) Medication certification, if applicable to assigned duties;
 - h) Infection control and Maryland Occupational Safety and Health Bloodborne Pathogen Standards.
 - (2) Direct care workers should receive the following annual trainings:
 - a) Emergency preparedness and general safety;
 - b) Child abuse and neglect identification and reporting;
 - c) Suicide risk assessment and prevention (minimum 1 hour); and
 - d) Infection control and Maryland Occupational Safety and Health Bloodborne Pathogen Standards.
 - (3) Direct care workers should maintain current certification in the following areas:
 - a) Cardiopulmonary resuscitation leading to certification;

- b) First-aid training;
 - c) Approved forms of discipline and behavior management techniques including crisis management and the use of isolation and restraint; and
 - d) Medication certification, if applicable to assigned duties.
- (4) All other training items should be moved to the State Board's regulations for professional development (continuing education) option areas.

Upon review, the State Board requested that specification be added with regards to continuing education and the annual trainings. The following suggested language was made for the Committee to review at its next meeting:

(5) Annual trainings in paragraph B could be included within the 20 hours of biannual continuing education for RCYCPs.

- E. Purpose of the RCYCP Training Program - The purpose of the RCYCP training program is to provide a fundamental working knowledge of the varied aspects of performing the direct responsibilities related to the activities of daily living, self-help, and socialization to children and youth in out-of-home placement. Direct care workers will increase their awareness of their essential role to the vulnerable children and youth to who they are entrusted to care and supervise. Direct care workers will also obtain insight into the overall environment and function of a residential child care program. Successful completion of a training program will prepare a direct care worker for certification.
- F. Uniform framework for RCYCP Training Programs - All training programs must consist of at least 30 contact hours. The training program must: (1) cover the six modules and (2) address specific course objectives and topics outlined within the training program framework. Each module must consist of a pre- and post-test. A direct care worker must successfully complete each module with a passing score of 70-percent.
- G. Protocol for Approving Training Programs - The State Board will review training program curriculum to determine the program's conformity to the uniform framework and core competencies identified for direct care workers. The approval process should consist of the following:
- (1) An application for the RCYCP Training Program will be posted on the State Board's web site.
 - (2) Residential child care programs and interested parties, if interested in developing a program, will be instructed to submit applications to the State Board.
 - (3) The State Board will designate a subcommittee to review applications and make recommendations to the State Board.
 - (4) The review committee will meet a minimum of quarterly to review applications. Review dates will be posted on the State Board's web site.
 - (5) All applications must be received 30 days prior to the schedule review date.
 - (6) If the review committee determines that the application does not meet the standards required by the State Board's regulations, the State Board will notify the applicant in writing, within 10 business days, of the deficiencies and the process to provide any information or changes to the training program to address the deficiencies.
 - (7) The applicant may request a meeting after the second notice of deficiencies. After the third notice of deficiencies, the applicant must submit another application.

(8) If the review committee determines that the training program meets requirements, a recommendation for approval will be forwarded to the State Board.

(9) The State Board will review the recommendation of the review committee.

(10) All approved programs will be posted on the State Board's web site.

- H. Qualification of Trainers - The curriculum vitae or biography of all instructors (and potential instructors) should reflect competence in subject matter and skill in the instruction methodologies. Meeting the criteria requires that the provider will not substitute instructors.
- I. Approval Fee - The fee for training program approval is \$100. The State Board may waive the fee charged for processing the application, if the applicant has demonstrated a capacity to offer the training for no or nominal cost. A request for waiver of fee must be made in writing to the Board.
- J. Certification Requirements - The minimum requirements for certification should be simplified to: *(The State Board suggested the underlined language to the Committee to review at its next meeting)*
- (1) Associates or bachelor's degree in a human service or related field,
 - (2) Associates or bachelor's degree in a unrelated field with one-year human service experience; and
 - (3) High school diploma or GED and completion of a Board-approved training program.
 - (4) Individuals who complete the training program at CCBC will be deemed to have met the standard of an associate's degree in human service or related field.
- K. Trainee Provision - A provision for trainee status for child care workers should be provided. Upon hire, a residential child care program should provide notification to the State Board. The individual has 180 days to complete the training program and apply for certification.
- L. Grandfathering Clause - The Committee discussed the issue of grandfathering existing child care workers for certification. The Committee recommends that all child care workers who are employed by October 1, 2013, and who have been continuously employed as a direct care worker for at least one-year for individuals with an associates or bachelor's degree and two-years for individuals with a high school diploma or GED. In addition, they will need to provide three professional references and submit to a national and criminal history record check.
- M. Standards Examination - The Standards Examination should consist of standardized post-tests to be completed after each training module. For those individuals who have an a college degree, they have the opportunity to take the Standard Examination (all of the post-tests) up to two times within 30 days. If they do not pass the Standards Examination, they will need to complete the training program.

The State Board deferred voting on the recommendations and referred the recommendations back to the Certification Committee. The Certification Committee will meet again on May 25, 2011.

VI. OPPORTUNITY FOR PUBLIC COMMENT

Trina Payne from Help for the Helpers, Inc., asked whether the University of Oklahoma's RCYCP train-the-trainer model of training would be acceptable given the modifications to the certification program for RCYCPs. It was noted that the program may be acceptable

provided a cross-walk was provided to the RCYCP Training Framework and core competencies were provided upon application.

Trina Payne introduced Jean Alder from Rescue and Restore and organization that provides assistance to children who are victims of sex trafficking. She stated that unfortunately there are no real statistics on this issue and that the recent legislation in Maryland on this issue was inadequate. The Federal Bureau of Investigation's Child Exploitation Taskforce has assigned about eight agents to the State to work on this issue. Her organization is interested in developing safe haven homes for these children. She noted that it is her understanding that the current regulations for residential child care programs may not adequately meet the needs of these types of homes. She also noted the following three areas of concerns for her organization:

- (1) Identification of victims of domestic minor sex trafficking;
- (2) Educating children on the issue of human trafficking;
- (3) Ensuring appropriate regulations are in place to assist these children once they have been identified.

Shanda Crowder of the Governor's Office for Children responded that there are ways within the current regulatory structure to make any necessary changes to support safe haven homes. She will provide information to the organization so that they can arrange a meeting with the Children's Cabinet Results Team.

V. ADJOURN

Pursuant to the Maryland State Government Article, Annotated Code of Maryland, §10-501 et seq. on a motion made by Steve Sorin and seconded by Ada Pearl Thomas, those State Board members present unanimously voted to close the General Session meeting at 10:20 AM for the purpose of complying with the Maryland Certification of Residential Child Care Program Professionals Act that prevents disclosures about particular matters. The State Board will review applications and address complaints and disciplinary issues.